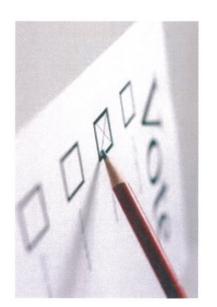
Provisional Ballot Procedures

- envelope prior to voting provisionally. Election judge/clerk has voter complete the Provisional Voter Affidavit
- 2 checks "provisional" on the combination form after entering voter's name Election judge/clerk enters voter's name on List of Provisional Voters and
- Provisional voter signs the combination form.
- acceptable form of ID or meets the disability exception Presiding judge checks box to indicate whether voter has presented an
- 5 affidavit envelope Presiding judge checks reason for voting provisionally, signs and dates the
- 6. Voter chooses a provisional ballot.
- Voter puts ballot into secrecy envelope, seals secrecy envelope, places secrecy envelope in affidavit envelope, and deposits envelope
- ∞ Election judge/clerk gives voter Notice to Provisional Voter.

Paper Ballots

- verify the correct ballot style. If a voter requests a paper ballot,
- and allow the voter to select a ballot. Place three ballots on the table,
- on the back of the ballot. Be sure to circle the voter's precinct
- very bottom of the back of the ballot. The Presiding or Alternate Judge must sign on the



CLOSING POLLS

It is the responsibility of the Presiding Judges to verify the Close Polls Tape.

- Fold the Close Polls tape and paper clip it so the top of the tape is visible.
- the top along with a status of OPENED and CLOSED. The serial number of each Ivotronic which has been opened by the Master PEB should be printed at
- red VOTE button and drop the Master PEB back into the unclosed IVO to complete the close polls If any Ivotronic does not show a status of CLOSED, connect the printer to that IVO, hold down the your white binder. procedure as outlined in the Ivotronic Equipment Manual beginning on page 11. The manual is in
- status now shows CLOSED for that IVO. Print a Close Polls tape for that IVO, fold and paperclip it so the top is displayed and verify the
- Folding and paper clipping these tapes will save you a great deal of time at Central Counting Station standing in line to be processed
- Be sure to bring the FLASH CARDS from inside your IVOs back with your supplies on Election Night.

Correct Close Polls Tape

Terminal S/N: V5140230->

Public Count Statistics POLLING LOCATION RESULTS Diagnostic check completed: OK Copyright ES&S, Inc. 1983-2005 PEB S/N PS180351-_ (FMW 1.07) Software Version 9.1.6.2 Individual Voter Terminal Data Number of Terminals Opened: Jerry Ware Terminal 2012 Joint Primary Runoff Elections Created 07/07/06 08:30 All Rights Reserved iVotronic I S/N V5140230 Total Ballots Counted: Total Ballots Cast: Protective Count: Public Count:

Terminal Ballots Counted:

11:01:55 06/18/2012 11:44:21 06/18/2012

> 1855 55

o o

Close Polls

WILL RESULT IN JUDGES HAVING TO RETURN TO **FAILURE TO PROPERLY CLOSE ALL IVOTRONICS** THEIR POLLING LOCATIONS TO PROPERLY **COMPLETE THE PROCESS!**

SUMMARY REPORT MADE SIMPLE FOR MULTIPLE PRECINCTS

BALLOT SUMMARY REPORT

PLACE POLLING LOCATION LABEL HERE

PLACE IN EVELOPE NO. 2 FOR GENERAL CUSTODIAN

Supply Pickup

- of the supplies for the designated polling The Presiding Judge is responsible for the pick- up ocation.
- the Election Barn, 7963 Viterbo Rd., Beaumont, November 3, 2013 from 2:00 p.m. – 3:30 p.m. at TX 77705 The Supply Pick-up is scheduled for **Sunday,**
- supplies, please arrange for the alternate judge to the supplies. If the Judge cannot pick up Only the Presiding Judge is required to pick up pick up the supplies.

Totem Pole

- sample ballots for a polling location. Each black bag will contain a folded, white tube containing all the required signage and
- approximately 6 feet tall. The sign pops open to be a standing tube
- Place the totem poll close to the line where voters can read the material.

Distance Marker Cone Assembly

on top of the cone.







- Judges are responsible for what happens within the 100' distance marker ONLY. Problems outside the perimeter should be handled by law enforcement.
- Please leave it next to the voting booths. Judges are NOT required to bring the orange cone to the Central Counting Station.

Cell Phones

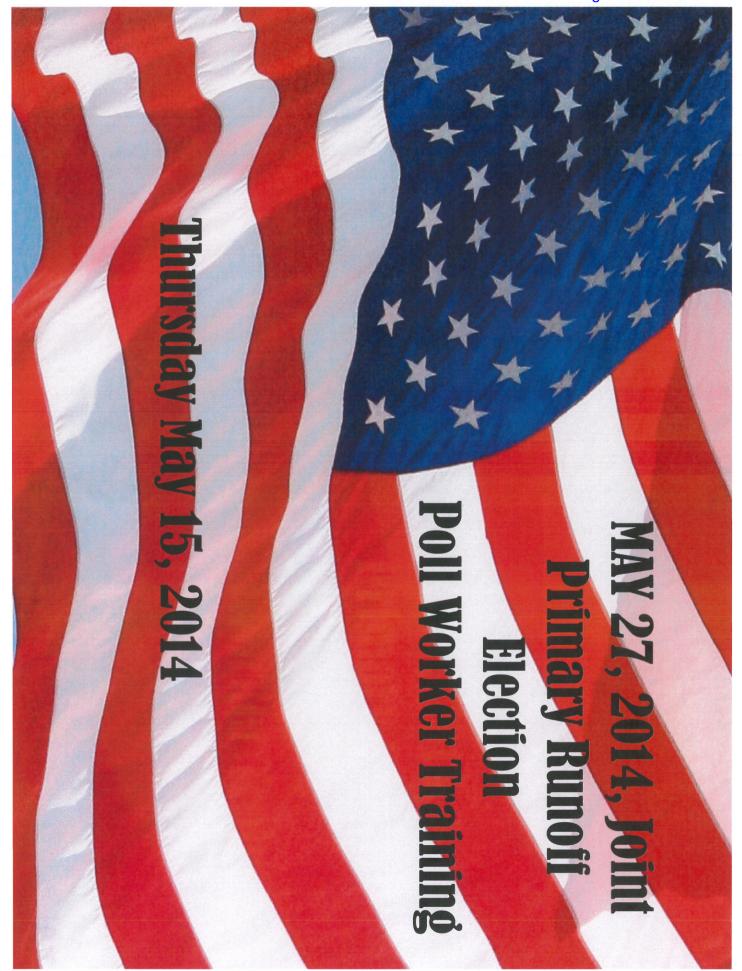
- is unsealed Please locate and power up the cell phone as soon as the bag
- contact with your polling location. Communication is vital, and the cell phone provides us
- technician will be dispatched to your location and supplies. If we cannot assist you over the phone, a issues you may have with equipment or election procedures phone once you have completed opening the polls or tor any Please call the Dispatch phone number programmed in the
- status or precinct. Please call the Voter Registrar's phone number programmed in the phone for any questions as to a voter's registration



THINGS TO REMEMBER

- the use of Countywide Polling Locations. TIMELINESS IS NEXT TO GODLINESS. Do not be late to your polling location. This is imperative because the Ivotronics will require more time to set up with
- assignments throughout the day. ELECTIONS ARE ALL ABOUT TEAM WORK. Judges please rotate duty
- guard the purity of the election." on, and that I will faithfully perform my duty as officer of the election and induce any voter to vote for or against any candidate or measure to be voted swear or affirm that I will not in any manner request or seek to persuade or DO NOT TRY TO PERSUADE A VOTER IN ANY WAY. Remember your oath: "I
- the Judge for permission to step outside to make a personal phone call DO NOT USE YOUR PERSONAL CELL PHONES IN THE VOTING ROOM, ONLY THE COUNTY CELL PHONE TO CONDUCT COUNTY BUSINESS. If needed, please ask
- especially voters. FRIENDS/VOTERS IN THE POLLING LOCATION. This can be distracting to others, DO NOT CARRY ON EXTENDED PERSONAL CONVERSATIONS WITH

MAY 27, 2014 ELECTION TRAINING





Theresa Goodness, Chief Deputy



Jamie Smith Office Administrator





ELECTION DEPARTMENT

NAOMI DOYLE, ELECTION MANAGER



TOI LINTON, SUPERVISOR









DENISE PLUMMBER, VOTING TECH

This is a joint primary runoff election. This election will be conducted utilizing Co-Judges from both Parties

AND

WE WILL ALL MAKE UP ONE BIG HAPPY ELECTION TEAM!



GUIDELINES FOR A HAPPY ELECTION AND GREAT TEAM SPIRIT

- 1. Each Election Judge/Clerk will rotate the duties within the Polling
- 2. Duties shall be rotated every 1 hour during Early Voting and every 2 hours on Election Day.
- 3. If there is a line of voters, the liaison is expected to make a judgment call and the clerk with the fastest clerical skills shall be called upon to process the voters expeditiously.
- 5. Your service stems from your civil volunteerism, and we realize 4. Our goal is to make the voting experience fast and efficient and to have the voter not frustrated or disenfranchised when they leave to the service you provide to the citizens of Jefferson County. the stipend you receive for your time does not adequately equate the polling location.

performing your duties for the election BREAKS AND LUNCH TIME are important to maintain your health and sanity while

- Please feel free to take a 20 minute break in the morning and another in the atternoon
- adjust your break time accordingly <u>clerks</u> at a time. If the polling location is inundated with a lot of voters, please than 4 clerks take their breaks at a time and on Election Day no more than 2 A list will be provided for break times and we ask that for Early Voting, no more
- 3. Clerks are allowed 45 minutes for lunch.
- than **2 clerks** on Election Day. A list will be provided for lunch times to be selected at the start of your week/day. No more than 4 clerks shall take lunch at a time during Early voting and no more
- your lunch times accordingly and communicate with the designated liaisons at your **** AGAIN, if the polling location is inundated with a lot of voters, please adjust polling location.

TEAM means Together Everyone Achieves More

BREAK & LUNCH SCHEDULE

Afternoon Break	Morning Break	4	D 22 F	ь .	ω 4	2 1	н	4	2 2	12	4	3 2	4	4	ω 1	о г	
ak																	NAME
2:00PM - 2:20PM	8:30 AM-8:50AM																11AM - 11:45
2:30PM - 2:50PM	9:00 AM - 9:20AM																12:00PM - 12:45PM
3:00PM - 3:20PM	9:30AM - 9:50AM																1:00PM - 1:45PM
3:30PM - 3:50PM	10:00AM - 10:20AM																1:45PM - 2:45PM
4:00PM - 4:20PM	10:30AM - 10:50AN																2:45PM - 3:45PM